

SHERIFF - 6219

General Definition of Work:

Performs complex professional and difficult administrative work in the overall direction of the Sheriff's Department; does related work as required. This is an elective position. Work is performed in accordance with local, state and federal applicable laws and ordinances. Supervision is exercised over all department personnel.

Essential Functions/Typical Tasks:

Planning, directing, supervising and managing all Sheriff's Department court security, communications, process service, transportation, law enforcement and jail activities; coordinating work with County courts, departments, local and other law enforcement agencies.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans, organizes, directs and evaluates all operations of the Sheriff's Office.
- Meets with Judges, Court Clerks and other Court personnel to plan, coordinate and implement methods and procedures to ensure effective and continuous Court security, safety of all personnel, administrative and prisoners holding and transfer activities.
- Directs and oversees the transportation of all persons assigned to his control for court, local, regional and interstate transit.
- Provides advice and counsel to the Board of Commissioners, County Manager and courts on matters pertaining to the Sheriff's Office.
- Coordinates activities with other law enforcement agencies.
- Develops and presents annual budget proposal; monitors and controls budgeted expenses.
- Formulates and implements policy, procedures, rules, regulations and programs.
- Prepares and reviews operational and administrative reports.
- Promotes, assigns and disciplines all personnel.
- Supervises maintenance of all records and materials associated with Sheriff's Department law enforcement activities and administration.
- Assists officers in investigations, patrol, arrests and execution of search warrants as required.
- Meets with the news media for interviews; makes periodic public addresses.
- Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of the County courts and court procedures and processes; thorough knowledge of the geography of the County; ability to establish and maintain effective working relationships with Courts and County officials, associates and the general public; ability to evaluate the effectiveness of the law enforcement and detention operations and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice or related field and extensive experience of a wide and progressively responsible nature in law enforcement including extensive supervisory experience.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina.